

## Position Summary

This summary describes the organization, duties, and requirements of a State of Michigan vacancy.

**Position Code:** STPCADETA21N

**Civil Service Class and Level:** STATE POLICE CADET

**Working Title (What the agency calls the position):** State Police Cadet

**Name and Position Code Description of Direct Supervisor:** HAMMOUD, ALI H; STATE POLICE LIEUTENANT

**Department/Agency:** STATE POLICE

**Bureau (Institution, Board, or Commission):** Field Services Bureau

**Division:** Second District

**Section:**

**Unit:** Metro North Post

**Work Location (City and Address)/Hours of Work:** Various / Work hours may vary

**General Summary of Function/Purpose of Position:** Employees in this classification will be assigned to various posts, district headquarters, divisions, or bureaus within the Michigan State Police (MSP). The primary objective of this position is to engage in activities programs, and duties to prepare the employee for entry into a recruit school for the roles of MSP Trooper, Motor Carrier Officer, or State Properties Security Officer; and provide administrative support at their assigned worksites, assisting with training administration and support for both recruit and department-wide training initiatives. Additionally, cadets will be expected to job shadow and provide support across various MSP divisions across the department. This position must function in a bias free manner.

**Assigned duties and tasks for each duty.**

**Duty 1:** Engage in activities designed to prepare for successful entry into a Michigan State Police (MSP) Recruit School, as well as performing various operational and administrative tasks in support of daily worksite and departmental functions.

- Sustain a level of fitness throughout the cadet program performing strenuous tasks requiring muscular strength and coordination and cardiovascular endurance, as demonstrated through continuous participation in the applicant preparation sessions.
- Attend legal and law enforcement related trainings to prepare for recruit training and develop foundational knowledge of police procedures and regulations.
- Engage in ride-alongs with sworn personnel and assist with daily operational functions at the assigned post or department location
- Perform administrative and operational support duties, including answering telephones, fingerprinting, operating the Law Enforcement Information Network (LEIN), and EAICS systems, processing sex offender verification and registration, and utilizing various databases.
- Assist with investigations under the supervision of sworn personnel by taking photographs, gathering pertinent information, and accurately recording observations.
- Organize, file, and maintain post records, documents, and equipment in accordance with departmental protocols.
- Complete required documentation and enter data in support of post operations and personnel activities.
- Support the implementations of recruit training, departmental training programs, and worksite administrative functions.
- Attend and successful complete a mandatory week-long, residential cadet academy at the MSP Training Academy
- Participate in job-shadowing, and immersive experiences within various MSP bureaus, divisions, and worksites to gain broader insight into departmental operations.
- Acquire general knowledge of post operations, including familiarity with court locations, prosecutor's offices, detention facilities, hospitals, and local address/roadway system.
- Process entries and payment submissions using official receipt documentation.
- Transport departmental vehicles and/or equipment to and from maintenance and repair facilities as needed.
- Provide assistance with Freedom of Information Act (FOIA) request processing and documentation.

**Duty 2:** Perform individual tasks assigned by the worksite supervisor in accordance with job duties and project requirements.

- Assist with worksite and departmental recruiting initiatives and engagements.
- Assist as supporting actor/role player at MSP Training academy for recruit training.
- Assist with other department training initiatives as an actor/role player or support personnel.
- Participate in required department trainings.
- Participate in post community engagement efforts and support post community service trooper (if applicable) with events and presentations.
- Assist with Explorer and Internship programs

**Duty 3:** Other duties as assigned.

- Other duties and assignments as necessary assigned by worksite command

**Types of decisions made independently and whom or what those decisions affect:** Most of the work assignments are performed under close and direct supervision of an enlisted member.

**Types of decisions that require the supervisor's review:** Anything related to policy or criminal activity.

**Physical effort used to perform this job and environmental conditions of this position:** May lift heavy boxes or other items, change vehicle tires, handle evidence, otherwise many duties are routine post activities.

**Names and classes and levels of employees whom this position immediately supervises:**

**The essential functions of this position:** The primary objective of this position is to engage in activities programs, and duties to prepare the employee for entry into a recruit school for the roles of MSP Trooper, Motor Carrier Officer, or State Properties Security Officer; and provide administrative support at their assigned worksites, assisting with training administration and support for both recruit and department-wide training initiatives. Additionally, cadets will be expected to job shadow and provide support across various MSP divisions across the department.

**The function of the position's work area and how it fits into that function:** The work site functions as a law enforcement unit, serving a designated region. The purpose is to actively recruit and prepare potential applicants for recruit school with the Michigan State Police. The cadet position supports department personnel in carrying out this mission. This position has a purpose to give employees exposure to the law enforcement field.

**Minimum education, experience, and credentials typically needed to perform the position's essential functions:**

**EDUCATION:**

Possession of a high school diploma or GED Certificate.

**EXPERIENCE:**

**State Police Cadet 4**

No specific type or amount is required.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Basic knowledge of law enforcement terminology and relevant subject matter. Proficiency in operating equipment used at the assigned post. Ability to effectively gather and analyze information. Ability to safely operate a motor vehicle. Strong teamwork skills and the ability to function as an effective team member. Effective verbal and written communication skills. Ability to read, comprehend, and apply laws and procedures. Alertness and keen observation skills, with the ability to detect details and environmental changes. Capability to perform the essential functions of a State Police Trooper as defined by the Department of State Police, Civil Service Commission, and the Michigan Commission on Law Enforcement Standards (M.C.O.L.E.S.).

**CERTIFICATES, LICENSES, REGISTRATIONS:**

As detailed on job specification.